



AllSaints
CATHOLIC SCHOOL

Inside the Classroom Governors Subcommittee Terms of Reference Template

All Saints Catholic School Effective from: [Date]
Review date: Annually (Autumn Governors meeting)

1. Purpose

The 'Inside the Classroom subcommittee' is responsible for the strategic educational direction of the school, ensuring accountability, and monitoring of the teaching and learning performance

2. Membership

- The board will consist of at least 4 governors,
- The headteacher is an ex-officio member.
- The deputy headteachers are not members of the committee but attend to present information to governors

3. Quorum

- A minimum of 2 governors plus the headteacher is required for a meeting to be quorate.

4. Meetings

- Meetings will be held at least three times a year and prior to a FGB meeting.
- The chair or clerk will give at least 7 days' notice of meetings.
- Additional meetings can be called by the chair if required.

5. Chair and Clerk

- The chair and vice-chair are elected annually by the board.
- The chair of the subcommittees where possible will not be the Chair or vice chair of the governing board
- The clerk is responsible for preparing agendas, circulating papers, and recording minutes.

6. Delegated Authority

- The board may delegate functions to committees or individuals, except those which must remain with the full governing board as per statutory guidance.
- All delegated decisions must be reported to the full board.

7. Reporting

- Minutes of all meetings will be circulated to all board members.
- Committee chairs will provide a summary report at each full board meeting.

8. Review

- These terms of reference will be reviewed annually by the governing board and updated as required.

9. Additional Procedures

- All members must declare conflicts of interest and abide by the board's code of conduct.
- Confidential matters will be minuted as such and handled in accordance with GDPR.